



## **ENVIRONMENTAL PROTECTION AGENCY**

# Recommendation for Incentive Award

### Instructions:

- 1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
- 2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
- 3. Complete this form for all Individual Cash Awards (award amount less than \$5000 and FY cumulative is less than \$5000), On-the-Spot Awards (FY cumulative is less than \$5000) and Time-Off Awards.
- 4. Attach the completed form to the electronic Request for Award. \*\*For Use with FPPS Only Do Not Send Hardcopy to SPO\*\*
- 5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name:	Gayvonne Gary	Employee ID #:	(b	) (6)	
Position Title (optional):		PP-Series-Grade (option	al):		·
Organization (optional):	R5/OEC				
Type of Award:	On-the-Spot Award (Individual Cash Award (Non-Rating Based)			Group Cash Award	
	✓ Individual Cash Award (Non-Ratin Time Off Award	g Based)	Gro	up Time	e Off Award
Total Amount of Award (\$):	\$975.00	AND/OR Total Number of	Hours:		
Type of Benefits on which the award is based (Cash awards only):		Tangible Benefit	Intangible E	Benefit	✓
Value of Benefit:	✓ Moderate	Substantial	High		Exceptional
Extent of Contribution:	Limited	Extended	Broad	✓	General
Narrative Justification for A	ward:	O ARMOND NACAS TO THE THEORY AS A STATE OF THE STATE OF T			1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -
This award recognizes Gayvo established herself as a truste	nne Gary's sustained contribution to end d troubleshooter when problems arise v	vith this rather difficult and unw	hly as possible ieldy system.	She is he	elpful and

ear directions and sound advice to those seeking information or assistance in navigating the system. Thanks to her efforts, the Region is better able to manage its correspondence.

As the Authorizing Official I certify with electronic signature (in FPPS) that all necessary concurrences have been gained for approval of this award in addition to verification that the award amount is not \$5000 or greater and that the FY cumulative award amount(s) for this employee is not \$5000 or greater.





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Position Title (optional):			PP-Series-Grade (opti	ional):			
Organization (optional):							
Type of Award:	On-the-Spot Award (Individual Cash Award (Non-Rating Based)			d) Group Cas	Group Cash Award		
✓	√ Individual Cash Award (Non-Rating Based)		g Based)	Group Time Off Award			
	Time O	ff Award			AND MAKE AND		
Total Amount of Award (\$):		\$875.00	AND/OR Total Number of Hours:				
Type of Benefits on which the	award is b	pased (Cash awards only):	Tangible Benefit	Intangible Benefit	<b>√</b>		
Value of Benefit:	✓	Moderate	Substantial	High	Exceptional		
Extent of Contribution:		Limited	Extended	Broad ✓	General		
Narrative Justification for Awa	ırd:	anni miran 1340-17 sesessos en com neutrinologico de mentrologico magnetico de mentrologico (magnetico de ment	i kata an natara an kataman a sana Androm samanna didaka samman na anda a atau sawa sana Arasa				
This award recognizes Gayvonn any interruptions or other issues problems arise with this rather di information or assistance in navi	as quickly fficult and	as possible to users. Gayv unwieldy system. She is he	onne has established herse elpful and provides clear dire	elf as a trusted troubleship ections and sound advice	ooter when e to those seeking		

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Position Title (optional):		PP-Series-Grade (optional):							
Organization (optional):	R5/OEC								
Type of Award:	On-the-Spot Award (Individual Cash Award (Non-Rating Based) Group Cash Award								
	Individual Cash Award (Non-Rating Based) Time Off Award			Group Time Off Award					
Total Amount of Award (\$): _	\$975.00	AND/OR Total Number of Hours:							
Type of Benefits on which the	award is based (Cash awards only):	Tangible Benefit	Intangible Benefi	t ✓					
Value of Benefit:	✓ Moderate	Substantial	High	Exceptional					
Extent of Contribution:	Limited	Extended	Broad v	/ General					
Narrative Justification for Award:									
This award recognizes Gayvonne Gary's sustained contribution to ensuring that CMS runs as smoothly as possible. Gayvonne has established herself as a trusted troubleshooter when problems arise with this rather difficult and unwieldy system. She is helpful and provides clear directions and sound advice to those seeking information or assistance in navigating the system. Thanks to her efforts, the Region is better able to manage its correspondence.									

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